

References Worksheet

REQUIRED: You should have at least three references.

1	Name:	Email:	Phone:
	Position/Title:	Company:	

2	Name:	Email:	Phone:
	Position/Title:	Company:	

3	Name:	Email:	Phone:
	Position/Title:	Company:	

OPTIONAL: It's a good idea to have more than three references ready, but not mandatory.

4	Name:	Email:	Phone:
	Position/Title:	Company:	

5	Name:	Email:	Phone:
	Position/Title:	Company:	

6	Name:	Email:	Phone:
	Position/Title:	Company:	

Don't forget to...

- Ask permission before listing someone as a reference.
- Create a typed page of references, separate from your résumé and cover letter, and take a copy with you to interviews. Don't submit references with your résumé!
- Give a copy of your résumé to each reference so they know what you're applying for.
- Send thank-you cards or messages after your references are contacted.